

AMHERST COUNCIL ON AGING MINUTES

JULY 14, 2005

Members Present: Barbara Sutherland (Co-Chair), Doris Holden (Treasurer), Henry Peirce, Elsie Fetterman, Susan Whitbourne

Absent:, Frank Lattuca, Al Byam, Rosemary Kofler

Staff Present: Nancy Pagano (Interim Director/Program Director), Maura Plante (Program Director/Services), Karen Erman (Management Assistant), Marlene Barnett (Program Coordinator)

Others: Ed Kaler (Amherst Resident/Experience Works), Marge Babb

Welcome

Meeting called to order at 9:11 AM. Barbara Sutherland, Co- Chair welcomed all members and guests.

Minutes of Meeting

Minutes of June 9, 2005, were reviewed and accepted as written.

SENIOR TRUST

Treasurer's Report:

Doris Holden reported that she had to liquidate some of the investment money for the checking account. Disbursed from the Senior Trust Fund (Program Grant money) was \$1,000. to supplement the Senior Center Club, and \$100. was donated on behalf of Stavros, to help with its celebration to commemorate the 15th year of the American's with Disabilities Act (ADA) per vote of the COA at the June 9th COA meeting. The balance in the checking account is \$717.01. The total assets are \$81,865.50. Since this report one check was written for scholarships in the amount of \$120. The Treasurer's report was accepted as written.

CONTINUING BUSINESS

Senior Trust/Friends Options:

Nancy gave brief background information on the Senior Trust for the benefit of the guests. After much investigation and discussion with Town Council on the separation of the Senior Trust from the COA in regards to fundraising, Nancy would like to set up a meeting with the COA Members, Town Council, Town Manager, and the Accounting Dept. to look at all the options and pros and cons of each. The options are:

- Turn the Senior Trust account over to the Town Accountant. The money would be invested and earn money but it would no longer be considered a 501(c)3. This could impact our qualifying for some grants.
- Non-COA members develop a "Friends" group. This would be independent from staff members and the COA.
- Set up a fund with the Community Foundation. Non-profit organizations establish funds with the Foundation. There are two options within the Foundation to consider:
 - Agency Endowed Fund. This would preserve the principal in perpetuity. It involves a permanent transfer of assets to the Foundation and would limit the distributions to 4.5% of the principal annually. The fee for endowed funds is 1% annually.
 - Agency Advised Fund. This would allow a group of advisors (like the COA) to be designated to be directly involved and recommend the timing and amount of distributions to the Senior Center. Trusteeship of the assets still must be transferred to the Foundation, but this gives the flexibility to draw down the principal if needed. The fee for advised funds is 1.25% annually.

The second two options carry some costs. This is a very important decision that the COA has to make. In the fall a special meeting will be held to go over all the pros and cons of each option.

Elsie asked if anyone knows how the "Friends of the Library" Trust works. Nancy stated that they have a much larger trust and use only the interest. LSSE also has a "Friends" group. Doris volunteered to look into how the "Friends of the Library" group works.

Doris asked if we could use *The Senior Spirit* as a vehicle to raise money for the Trust. Elsie stated that we need to get the involvement of the whole community, to get people interested and excited. Nancy reiterated that there needs to be a clear separation. Staff and the COA cannot be involved in fundraising if they also have control of the money. As it stands now, *The Senior Spirit* cannot be used as a vehicle to raise money. Susan does not understand why a whole new separate structure has to be developed. As stated before, Nancy will be setting up a meeting so that all of these issues can be discussed and a decision can be made.

On another matter of Trust money, Nancy wants the remaining balance of the "Program Money" (\$9,700) to be managed in a separate account with the Town's accounting department. This decision was put on hold for a future date.

COA By-Law Update:

Doris, with the help of Jean, has put together a draft of the COA By-Laws which were written in the 60s. Nancy thanked them for all their work. Nancy has gone over the By-Laws and has made some minor changes, but the problem is that the By-Laws still need to be updated and brought into compliance with the Town Manager Act. Elsie questioned who interviews for candidates positions. Do Council members have a role in this hiring procedure? Nancy explained that there is a committee, which includes one or more COA members and staff, who do the interviewing, but the final hiring decision is with the Town Manager.

Boston Post Cane Update:

Nancy thanked Marge Babb for doing such a great job in finding past recipients of the Boston Post Cane and researching who should get the cane now.

The following criteria for eligibility to receive the cane was voted unanimously by the Council:

- Must have lived in Amherst at least ten (10) years.
- Must be listed in the Amherst street list.
- Must be the oldest eligible person.

The oldest citizen in Amherst who meets the criteria is Kenneth R. Padelford who resides at 322 Spencer Drive, Applewood. He was born December 18, 1902 (102 years old), and is a long-time Amherst resident. Mr. Padelford is currently in rehab at Sunbridge Nursing Home and it will be decided soon as to where to present the honor at Sunbridge or wait until he returns home to Applewood. The certificate and the honorary pins are on order and expected shortly. Marge Babb will help Nancy to coordinate the gathering.

NEW BUSINESS

Comprehensive Planning Committee (CPC) Needs Representative:

The CPC needs a COA representative as Arnold Friedman has resigned. The CPC is gathering information and comments from the community to see what the town wants in a Master Plan and how the town should go about creating one. They generally meet once a month. Their goal is to have a big public forum in late September (29th). At the conclusion of this process, the CPC will have a defined Scope of Services for a Master Plan, a Request for Proposals that can be put out for bid, and some good price estimates on what costs will be. This will allow the CPC to ask the Fall Town Meeting for some of the money to get started on the actual Master plan by early 2006. Nancy welcomes a volunteer to be the COA representative. It was recommended to ask Jean Haggerty. If Jean is not well enough to accept this task, then Susan Whitbourne will consider being the COA representative.

MCOA Conference:

The Massachusetts Association of Councils on Aging is hosting its (MCOA) annual fall conference (Elder Care at the Cross Roads) for September 21, 22, & 23, 2005, at the Sturbridge Host (Hotel) in Sturbridge, Mass. Across the street from Sturbridge Village. Nancy and Maura thought that last year's conference was filled with valuable, informative information. Four people went last year for only one day of the conference because of budget constraints. This year it is in Sturbridge which is closer. When the literature on the conference is out, it will be mailed to COA members. Nancy asks that the members look at the conference information and let her know if anyone wishes to attend.

Senior Center Survey:

Maura explained to the Council members that she is working with Rosemary Morgan on a survey to assess the needs of seniors beginning with the oldest seniors. There are 190 people age 90 and above. The survey will address what services seniors have now and what are their unmet needs. We will need volunteers to go out to the seniors homes and to do the survey. A letter was written to the Faith Communities asking for their help in approaching the elders. We will need compassionate, caring and trustworthy people to do the survey. Any volunteers for the survey would have to have a CORI check done and also training.

Elsie suggested that if there is not a good response from the faith community perhaps other groups like the rotary could help. Or, maybe graduate students from the University of Massachusetts. Susan Whitbourne thinks that using grad students would be a good idea and she will keep this in mind. She might have a few to do this project in the fall. Susan would also like to see the instrument used for the survey. Maura will get this to her to review.

STAFF REPORTS

DEA Annual Report:

Staff is now compiling information for the annual State report that is done by every town. The report is due by August 8th. The report is a good tool as it also gives us useful data and information for other things, especially the town budget. We are seeing changes from last year to this year. Trends are changing and for example the numbers for the Meals-On-Wheels and the HVES Lunch program are up.

Public Safety & Seniors Picnic:

The Public Safety and Senior Picnic will be held on Thursday, July 21st, from 11:00 AM to 2:00 PM at the Hadley Young Men's Club. Music will be provided (donated actually this time) by the Horse Mountain Jazz Band. Tickets are \$5.00 and are available at the Amherst Senior Center, the Fire Dept. or the Police Station. Catering will be done by the Senior Center with the help of a committee of volunteers. The grilling will be done by APD Police staff.

SUBCOMMITTEE UPDATES

HVES:

There are no meetings in July and August.

Transportation:

There are two funds that subsidize the van tickets:

- \$12,000 was voted by Town meeting for the Transportation Fund. The Town buys the van tickets for \$1.50 each and then we sell them for \$1.00 each. The Town subsidizes \$.50 on each ticket for Amherst residents.
- \$7,200 is from the Community Block Grant. This allows the Senior Center to give eight (8) free tickets a month to about 40 needy Amherst people.

Nancy stated that these funds have to be watched closely. Also, with the cost of fuel skyrocketing, we do not know if PVTAs costs will stay the same.

OTHER BUSINESS

Elsie asked if there was any interest in the August cookout party for COA and staff. Nancy said that a date could not be coordinated (due to vacations) so the idea was dropped.

Next Meeting is Thursday, September 8th at 9:00 AM.

The meeting was adjourned at 10:15 AM.

**Respectfully submitted,
Karen Erman, Management Assistant**